

| ROUTING AND TRANSMITTAL SLIP                                  |                      | Date                                  |
|---|----------------------|---------------------------------------|
| TO: (Name, office symbol, room number, building, Agency/Post) |                      | Initials      Date                    |
| 1. <i>Exo-ODA</i>   |                      | <i>BA</i> <i>27 NOV 1988</i>          |
| 2. <i>ADDA</i>  |                      | <i>[Signature]</i> <i>27 NOV 1988</i> |
| 3. <i>ODA</i>   |                      | <i>[Signature]</i> <i>27 NOV 1988</i> |
| 4.  |                      |                                       |
| 5. <i>Reg / file</i>  |                      |                                       |
| Action  | File                 | Note and Return                       |
| Approval  | For Clearance        | Per Conversation                      |
| As Requested  | For Correction       | Prepare Reply                         |
| Circulate   | For Your Information | See Me                                |
| Comment   | Investigate          | Signature                             |
| Coordination  | Justify              |                                       |
| REMARKS   |                      |                                       |

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

|  |                |
|--|----------------|
| FROM: (Name, org. symbol, Agency/Post) | Room No.—Bldg. |
|  | Phone No.      |

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\* U.S.G.P.O.: 1983-421-529/320

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DD/A Registry

31 OCT 1985

85-3728

DD/A REGISTRY

FILE: 20-3

MEMORANDUM FOR: Deputy Director of Central Intelligence

VIA: Executive Director  
Deputy Director for AdministrationFROM: Robert W. Magee  
Director of PersonnelSUBJECT: Leave Without Pay--Proposed Delegation of  
Approving Authority and Certain Policy Changes

*Bob: I believe  
operating officials should  
be aware of LWOP  
situations - however  
don't like a  
very much.*

1. ACTION REQUESTED: That you approve the recommendations contained in paragraph three.2. BACKGROUND: The Office of Personnel recently reviewed the Agency's regulations on the administration of leave without pay (LWOP). As a result of the review, the Office of Personnel is proposing several changes in the administration of LWOP. These changes would affect:

- the delegation of approving authority;
- the use of annual leave in conjunction with LWOP; and
- the amount of LWOP which can be granted to employees accompanying non-Agency spouses to foreign assignments.

a. Delegation of Approving Authorities: Existing Agency regulations authorize Operating Officials to approve LWOP of 30 days or less. An exception to this time limitation is made in the case of LWOP for maternity reasons. In these situations, an Operating Official may approve up to 90 days. Heads of Career Services are authorized to approve LWOP which does not exceed 12 months. Agency regulations do not prohibit further delegation of these authorities. In order to maintain equity throughout the Agency and to foster the spirit of excellence through delegation of authority to the lowest reasonable level, consideration should be given to authorizing:

- immediate supervisors to approve LWOP of 30 days or less for all reasons; and
- Operating Officials and Heads of Independent Offices to approve LWOP of 31 days to no more than 12 months for all reasons.

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